

## **PLANNING TEAM MANAGER**

**August 29, 2003**

### **a. Position Description**

The Task Force Planning Team Manager is responsible for planning aspects of the Task Force during incident operations. The Planning Team Manager reports directly to the TFL. He/she supervises the Structures Specialist, Hazardous Materials Specialist, and Technical Information Specialist.

The Planning Team Manager is responsible for:

- Developing and implementing the planning components of the Task Force Tactical Plan;
- Coordinating, managing, and supervising all planning component activities;
- Adhering to all safety procedures;
- Determining the planning component organizational and logistics needs;
- Receiving briefings and situation reports and ensures that all planning personnel are kept informed of status changes;
- Providing situation reports and maintaining records and reports;
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel;
- Providing accountability, maintenance, and minor repairs for all issued equipment; and
- Performing additional tasks or duties as assigned during a mission.

### **b. Position Requirements and Criteria:**

Individuals who meet the following requirements and criteria will be eligible to become Task Force Planning Team Managers in the DHS/FEMA US&R Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the planning component in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities.

#### Knowledge:

The Planning Team Manager must have:

- An awareness of other disaster organizations;

- Be knowledgeable about the development and use of integrated action planning concepts and processes;
- A general knowledge of hazardous materials response functions and defensive techniques, heavy equipment and rigging techniques, information collection and recording, building construction, communications systems, and equipment management procedures;
- Be knowledgeable of US&R operations, strategy, and tactics;
- An awareness of the hazards associated with the various disaster environments;
- Be familiar with the structural features and conditions that contribute to a high probability of victim survival in a collapsed structure; and
- A knowledgeable of supervisory and personnel management skills.

Skills:

See general requirements.

Abilities:

The Planning Team Manager must have:

- Good interagency coordination skills, work well with technical experts, local officials, and other organizations;
- The ability to be flexible, to improvise, resolve conflicts, and solve problems;
- An ability to manage assigned personnel, specialized equipment, and local support resources during disaster situations; and
- The ability to effectively communicate orally and in writing.

**c. Operational Checklist**

The purpose of this checklist is to define the duties and responsibilities of the Task Force Planning Team Manager during a mission assignment. The list is intended to be a general summary of actions. It should be understood that:

- Some required actions may not be listed, but must be identified and assumed by this position;
- Some actions may be the primary responsibility of another Task Force position, but may require assistance and coordination from this position; and
- The actions are listed in a general chronological order, but may require deviation.

**(1) Upon Activation/At Task Force Assembly Point:**

- Establish contact with and brief assigned personnel;

- Meet with assigned personnel to determine if they are personally prepared, self-sufficient and adequately equipped to perform their assignment;
- Identify and initiate any logistical requirements for assigned personnel and equipment;
- Review pertinent equipment cache readiness status;
- Coordinate activities of the Planning Team during the mission; and
- Maintain the organizational structure and accountability of the Planning Team throughout all phases of the mission.

**(2) At Point of Departure:**

- Ensure that assigned personnel are adequately briefed on and understand:
  - ◊ Individual and team performance expectations;
  - ◊ Team problem-solving processes; and
  - ◊ Methods for establishing and changing Task Force priorities.

**(3) In Transit:**

- Discuss and coordinate anticipated logistical requirements with the TFL prior to arrival at the mobilization center.

**(4) Arrival at Mobilization Center:**

- Supervise assigned personnel in departure to the assigned jurisdiction or the incident site;
- Assess and determine the availability of resources for identified logistical requirements in conjunction with the Logistics Team Manager; and
- Attend initial briefing with local authority/IST.

**(5) On-Site Operations:**

- Establish Task Force reporting requirements and planning cycle;
- Ensure that each Planning Team gathers site-specific incident information (building plans, hazardous material information, local construction, etc.);
- Reassign Technical Experts, as directed;
- Oversee development of Task Force Tactical Plan;
- Evaluate ongoing team operations for effectiveness and modify as appropriate. This should include:
  - ◊ Appropriateness and effectiveness of meeting tactical objectives.
  - ◊ Assessment of equipment shortages, needs, and implications to tactics effectiveness.

- ◊ Monitor on-site coordination with other functions within the Task Force, other rescue teams, and local officials;
- Evaluate the capacity of assigned resources to complete the assignment and order additional resources if needed;
- Coordinate with other Task Force managers to discuss objectives and any personnel assignments;
- Provide periodic progress reports to the TFL of accomplishments or conflicts; and
- Compile all daily records and reports.

**(6) Reassignment/Demobilization:**

- Notify the Logistics Specialist of any operational equipment loss and potential maintenance requirements of the Planning Team;
- Review the status of the current team assignment and advise the Task Force Leader whether continued effort is warranted;
- Prepare the Planning Team input for a Task Force post-incident team meeting; and
- Compile all documentation necessary for the Task Force After-Action Meeting.